

**COMMONWEALTH OF VIRGINIA
FAIRFAX CITY GENERAL DISTRICT COURT
REQUEST FOR COPIES**

I request a copy of the case(s) listed below:

DEFENDANT'S NAME	CHARGE	DOCKET NUMBER	DATE OF CONVICTION (COURT DATE IF PENDING)

- Copies will usually be available within 2 business days of receipt of this request.
- Requests are limited to 5 per day.

Please note the following:

- All appealed cases are filed with the Fairfax County General Circuit Court
- The District Court retains jurisdiction for ten years; therefore, cases with a final disposition entered in this court more than ten years ago have been destroyed. Contact the appropriate Clerk's Office to determine if a particular case has been destroyed.

Requested by:

Please Print Name

Signature

Date

Address if copies are to be mailed: (A self addressed, stamped envelope will expedite the request)

To be filled out by Clerk Only:

Accepted By: _____

Date Completed By: _____